

Data Protection Policy

Active Ageing and Community Care

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586) regulate the processing of personal data whether held electronically or in manual form. Active Ageing and Community Care is set to fully comply with the Data Protection Principles as set out in such data protection legislation.

Purposes for collecting data

Active Ageing and Community Care collects and processes data to provide its services to individuals who qualify for them in accordance with the present legislation. All data is collected and processed in accordance with the Data protection Legislation. Such data may be disclosed to departments and/or authorities in an electronic or manual form which are directly related to the functions pertaining to Active Ageing and Community Care, and in order to verify the information submitted by you and ensure its accuracy in relation to the claim, however it will not be disclosed to third parties unless obliged by law.

Recipients of data

Personal information is accessed by the employees who are assigned to carry out the functions of Active Ageing and Community Care. Disclosure can also be made to third parties but only as authorised by law.

Your rights

You may request in writing to be informed of all the personal information held about you, and to rectify or erase incorrect information.

The Data Protection Act, and any other related legislation, establish a formal procedure for dealing with data subject access requests. All data subjects have the right to access any personal information kept about them by Active Ageing and Community Care, either electronically or manual in files. Requests for access to personal information by data subjects are to be sent by email to dp.aacc@gov.mt or in writing and posted to the Data Controller of Active Ageing and Community Care. Your identification details, such as ID number, name and surname and address are to be submitted with the request. In case we encounter identification difficulties, you may be required to present an identification document.

Action will be taken by the Active Ageing and Community Care at the earliest possible time.

In case you are not satisfied with the outcome of your access request, you may refer a complaint to the Information and Data Protection Commissioner, whose details are provided below.

The **Data Controller** is the Chief Executive Officer, Active Ageing and Community Care who may be contacted at:

Address: FXB Building,

Mdina Road,

Qormi QRM 9014

Telephone: 22788900 Email: renzo.de-gabriele@gov.mt

The **Data Protection Officer** is Mr Louis Xuereb who may be contacted at:

Address: FXB Building,

Mdina Road,

Qormi QRM 9014

Telephone: 22788235 Email: louis.xuereb@gov.mt

The Information and Data Protection Commissioner

Address: Level 2, Airway House,

High Street,

Sliema SLM 1549

Telephone: 23287100 Email: idpc.info@gov.mt